#### Schedule No.: 2490 **DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION Page: of 3 RECORDS RETENTION AND DISPOSAL SCHEDULE Agency: Division/Unit: **Executive Direction** Maryland Department of Agriculture Attorney General's Office Description Item No. Retention Supersedes Schedule 1693 Sections within the Department of Agriculture 1 Retain in office for two years, then transfer to State Records Center for three (3) years and Contains correspondence & violations of each section destroy. within the Department, such as Weights & Measures, Pesticide Regulation, Turf & Seed, Resource Conservation, etc. 2 **Boards and Commissions**, Retain in office for two (2) years, then transfer to State Records Center for three (3) years and Contains general correspondence and violations for destroy. all boards & commissions under the Department, such as State Board of Veterinary Medical Examiners, Tobacco Authority, Fair Board, Inspection of Horse Riding Stables, etc. 3 General Correspondence, Letters of Advice & **Opinions** Screen and retain permanently directives and other material, including minutes, relating to Alphabetical arrangement of original incoming and planning and policy that illustrate the developcopies of outgoing letters, inter-office memos, ment of the agency for eventual transfer to the Attorney General's office correspondence, letters of State Archives. Retain all other material in office advice, and Attorney General opinions. for five (5) years then transfer to State Records Center for three (3) years then destroy. **Maryland Agricultural Land Preservation Foundation** Retain in office for 3 years, then transfer to State Records Center for three (3) years and destroy. Contains, but is not limited to, correspondence, district agreements, and option contracts arranged alphabetically by landowner name. Schedule Approved by Department, Agency, or Division Schedule Authorized by State Archivist Representative Elever alger Signature: Typed Name: Tonia C. Martin Title: Management Associate

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2490

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Agency

Maryland Department of Agriculture

## Division/Unit

Executive Direction/Attorney General's Office

Item No.	Description Supersedes Schedule 1693	Retention
5	State Board of Veterinary Medical Examiners  Contains but is not limited to correspondence, district agreements and other option contracts arranged alphabetically by landowner name.	Retain in office for three (3) years, then transfer to State Records for three (3) years and destroy.
6	Regulations  Files that contain proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes and history or background documents, research, etc. by each section within the Department.	Screen and retain permanently all material which serves to document the origin, functions, development and accomplishments of the agency. Transfer periodically to the State Archives. Retain all other materials in the office for five (5) years then transfer to State Records Center for three (3) years and destroy.

## DEPARTMENT OF GENERAL SERVICES **RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2490

Page 3 of 3

Agency

Maryland Department of Agriculture

Division/Unit

Executive Direction/Attorney General's

Office	Description	Retention
Item	Description	Ketention
<u>No.</u>	Supersedes Schedule 1693	
7	Contains pleadings, briefs, correspondence, settlements, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc. for all Boards & Commissions under the Department, to include: State Board of Veterinary Medical Examiners, Maryland Horse Industry Board, Fair Board, State Tobacco Authority and the Maryland Agricultural Land Preservation Program.	Screen and retain permanently the following files for periodic transfer to the Maryland State Archives  Cases in the Suprem Court; Cases when judgments or settlement is in excess of \$1 million Class Action suits; Capital Cases; or Cases considered to be of archival value for the history of the State of Maryland
		Retain all other material in the office for five (5) years after the file is closed, then transfer to the State Records Center for fifteen (15) years then destroy.
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Records Management Division

## AGENCY RECORDS INVENTORY

Page No.:
\_\_1\_\_ of \_7\_\_

1. Department:	2. Division: Office of the Secretary	
Department of Agriculture	3. Unit: Attorney General's Office	
50 Harry S. Truman Parkway, Annapolis, MD 21401		
Records Series and Title: (Def. A group of records filed as a	unit, used as a unit, and which may be transferred or	
disposed of as a unit.)		
Sections within the Dep	partment of Agriculture	
4. Description: (Give a brief description of a typical folder; i	nclude content, purpose and form name(s) and number(s).	
	·	
Correspondence & violations of each section within the Department	artment, such as:	
<ul> <li>Animal Health &amp; Consumer Services;</li> </ul>		
<ul> <li>Meat &amp; poultry Inspection;</li> </ul>		
• State Chemist;		
<ul><li>Weights &amp; Measures;</li></ul>		
<ul><li>Gypsy Moth;</li></ul>		
<ul><li>Mosquito Control;</li></ul>	•	
<ul><li>Pesticides;</li></ul>		
<ul><li>Plant protection &amp; Weed Management;</li></ul>	<u> </u>	
<ul><li>Turf &amp; Seed;</li></ul>		
<ul><li>Forest Pest Management;</li></ul>		
<ul><li>Resource Conservation Operations;</li></ul>	·	
<ul><li>Nutrient Management Program; and</li></ul>		
■ Etc.		
Note: Use a separate inventory sheet for each record series)		
5. Present Volume on Hand (No. of file drawers):	7. Audit Requirements:	
1 Legal size drawer	State ( X )	
	Federal ( )	
6. Estimated Accumulation (Yearly):	Independent Internal ( )	
1 Legal size drawer	External ( )	
8. Estimated Activity per file drawer: (Activity Guide-HIGH	(used daily); MEDIUM (once/twice monthly; LOW (less	
than once monthly)		
Current Year (H) M L	•	
After 1 Yr. H (M/L After what year does activity become LOW: 3 years		
9. Could Record Series be stored in the State Records	10. Recommended Retention:	
Center: Yes ( X ) No ( )		
	Retained in the office for two (2) years; transfer to Records	
When: After 2 years.	Management Center for three (3) years; then destroy.	
nventory prepared by:		
LODIA MAIZTUR	Date:	
(Print Name)	<b>3 3 3 3</b>	
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## **Records Management Division**

#### **AGENCY RECORDS INVENTORY**

Page No.: \_\_2\_ of \_\_7\_\_

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1. Department:	2. Division: Office of the Secretary
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Department of Agriculture	3. Unit: Attorney General's Office
50 Harry S. Truman Parkway, Annapolis, MD 21401	
Records Series and Title: (Def. A group of records filed as a	unit, used as a unit, and which may be transferred or
disposed of as a unit.)	
Boards & Co	ommissions
4. Description: (Give a brief description of a typical folder; i	nclude content, purpose and form name(s) and number(s).
·	
General correspondence and violations for all the boards and	d commissions under the Department, such as:
<ul><li>Board of Review;</li></ul>	
<ul><li>Fair Board;</li></ul>	•
<ul><li>Maryland Horse Board;</li></ul>	
<ul><li>Soil Conservation;</li></ul>	
<ul><li>Tobacco Authority; and</li></ul>	
■ Etc.	
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Note: Use a separate inventory sheet for each record series	
5. Present Volume on Hand (No. of file drawers):	7. Audit Requirements:
1 Legal size drawer	State ( X )
,	Federal ( )
6. Estimated Accumulation (Yearly):	Independent Internal ( )
1 Legal size drawer	External ( )
8. Estimated Activity per file drawer: (Activity Guide-HIGH	
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**Records Management Division** 

## AGENCY RECORDS INVENTORY

Page No.:
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1. Department:	2. Division: Office of the Secretary	
Department of Agriculture	3. Unit: Attorney General's Office	
50 Harry S. Truman Parkway, Annapolis, MD 21401	5. Offic. According General's Office	
Records Series and Title: (Def. A group of records filed as a	unit used as a unit, and which may be transferred or	
disposed of as a unit.)	unit, used as a unit, and which may be transferred of	
t ·	etters of Advice & Opinions	
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4. Description: (Give a brief description of a typical folder; i	include content, purpose and form name(s) and number(s).	
Correspondence & violations of each section within the Dep	artment, such as:	
<ul> <li>General correspondence (in alphabetical order);</li> </ul>		
<ul> <li>Inter-office correspondence (in chronological order)</li> </ul>		
<ul> <li>Attorney General's office correspondence (in chrono</li> </ul>	ological order);	
<ul> <li>Attorney General's opinions (in chronological order)</li> </ul>	<b>;</b>	
<ul> <li>and other general correspondence</li> </ul>		
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Note: Use a separate inventory sheet for each record series		
5. Present Volume on Hand (No. of file drawers):	7. Audit Requirements:	
<u>1 Legal size drawer</u>	State ( X )	
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6. Estimated Accumulation (Yearly):	Independent Internal ( )	
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8. Estimated Activity per file drawer: (Activity Guide-HIGH	(used daily); MEDIUM (once/twice monthly; LOW (less	
than once monthly) Current Year H M L		
	ctivity become LOW: 3 years	
9. Could Record Series be stored in the State Records	10. Recommended Retention:	
Center: Yes ( X ) No ( )	To Recommended Netention.	
	Retained in the office for five (5) years; transfer to Records	
When: After 5 years.	Management Center for three (3) years; then destroy.	
Inventory prepared by:		
Tonia Martin Date: 00309		
(Print Name)		
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Phone No.: 410 841 5883		

**Records Management Division** 

## AGENCY RECORDS INVENTORY

Page No.:
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1. Department:	2. Division: Office of the Secretary
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Department of Agriculture	3. Unit: Attorney General's Office
50 Harry S. Truman Parkway, Annapolis, MD 21401	
Records Series and Title: (Def. A group of records filed as a	unit used as a unit, and which may be transferred or
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4. Description: (Give a brief description of a typical folder; i	include content, purpose and form name(s) and number(s).
Correspondence & violations of each section within the Dep	artment, such as:
<ul> <li>General correspondence (in chronological order);</li> </ul>	•
<ul> <li>District Agreements (in alphabetical order); and</li> </ul>	
<ul> <li>Option Contracts (in alphabetical order by landowned)</li> </ul>	er's name)
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5. Present Volume on Hand (No. of file drawers):	7. Audit Requirements:
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	Retained in the office for three (3) years; transfer to
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	destroy.
Inventory prepared by:	
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(Print Name)	
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**Records Management Division** 

#### **AGENCY RECORDS INVENTORY**

Page No.:
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1. Department:	2. Division: Office of the Secretary
Department of Agriculture	3. Unit: Attorney General's Office
50 Harry S. Truman Parkway, Annapolis, MD 21401	,
Records Series and Title: (Def. A group of records filed as a	unit, used as a unit, and which may be transferred or
disposed of as a unit.)	, , , , , , , , , , , , , , , , , , , ,
State Board of Vetering	nary Medical Examiners
4. Description: (Give a brief description of a typical folder;	include content, purpose and form name(s) and number(s).
Correspondence & violations of each section within the Dep	partment such as:
<ul> <li>General correspondence;</li> </ul>	artificiti, such as.
<ul> <li>Violations (veterinarians found guilty of violating th</li> </ul>	e Veterinary Practice Act) (in alphabetical order by
veterinarian); and	a value in a state of the alphabetical of act by
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## **Records Management Division**

## AGENCY RECORDS INVENTORY

Page No.:
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1. Department:	2. Division: Office of the Secretary
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Department of Agriculture	3. Unit: Attorney General's Office
50 Harry S. Truman Parkway, Annapolis, MD 21401	
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4. Description: (Give a brief description of a typical folder;	include content, purpose and form name(s) and number(s).
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**Records Management Division** 

## AGENCY RECORDS INVENTORY

Page No.:
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1. Department:	2. Division: Office of the Secretary	
Department of Agriculture	3. Unit: Attorney General's Office	
50 Harry S. Truman Parkway, Annapolis, MD 21401	3. Onc. Actioney deficial 3 Office	
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1 Legal size drawer	External ( )	
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When: After 5 years.	Management Center for fifteen (15) years; then destroy.	
Inventory prepared by:	The series to the strict (15) years, then destroy.	
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